



## **TOPSFIELD CONSERVATION COMMISSION**

**TEMPORARY POSITION – AVAILABLE IMMEDIATELY**

### **ADMINISTRATIVE ASSISTANT**

The Topsfield Conservation Department seeks a detail-oriented, self-motivated, technically competent individual with good people skills to serve as *temporary* Administrative Assistant, up to 18 hours/week, as the budget allows, until a permanent employee is hired. Pay will be \$18.08/hour. Duties are to assist the Conservation Administrator with office work and outreach, including secretarial and clerical tasks. Please send your resume and letter of interest to Personnel Director, Topsfield Town Hall, c/o Susan Sordello, [ssordello@topsfeld-ma.gov](mailto:ssordello@topsfeld-ma.gov), or 8 West Common Street, Topsfield, MA 01983. Please contact [conservation@topsfeld-ma.gov](mailto:conservation@topsfeld-ma.gov) for more information. AA/EEO employer.

June 28, 2016

\*\*\*\*\*